

Managing HR Content on the NIH Portal: A Guide for Content Managers

The Office of Human Resources (OHR) is committed to using the NIH Portal as the NIH Intranet and is moving to provide access to Human Resources (HR) systems and HR content of relevance to NIH employees on the NIH Portal. This content will be conveyed through the [Human Resources Community](#) on the NIH Portal as well as through the [Document Directory](#). HR content of interest to the general public or job-seekers will also be available on the [NIH Jobs website](#).

This document explains how content managers can navigate the NIH Portal and manage their own content.

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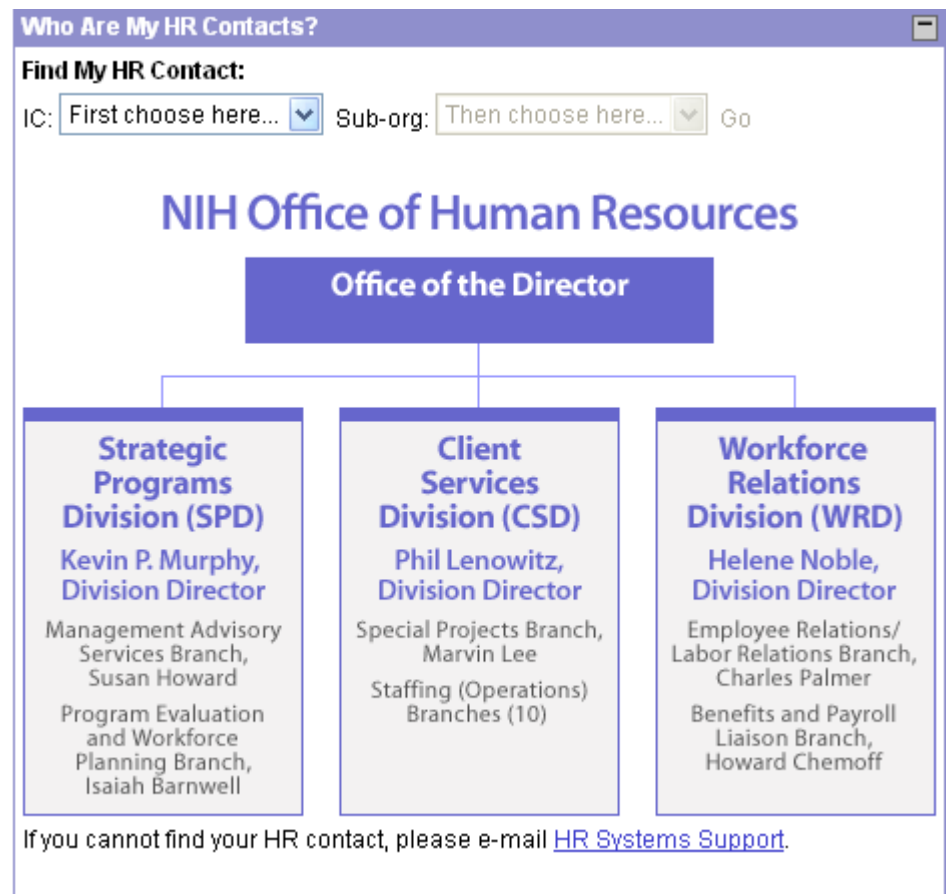
Portlets

Portlets are the building blocks that make up each user's My Page and every Community on the NIH Portal. Portlets, also called Gadgets, provide access to different HR systems and databases. A Portlet may merely link to databases or systems, but ideally it should provide access to a piece of the functionality of the system.

Portlets are developed by software developers versed in HTML and other programming languages. HR Content Managers aren't expected to develop Portlets, but they can assist in recommending HR systems and databases to be "portalized."

Current Human Resources portlets include:

- Benefits Quick Links
- CareerHere
- CareerHere - Admin Login
- Corporate Recruitment & Information Management System (CRIMS)
- e-HR
- e-HR Professional
- Employee Express
- Enterprise HR & Payroll (EHRP)
- Federal Retirement Benefits Calculator
- FEGLI Calculator
- HHS Careers (QuickHire)
- HHS Employee Search
- Human Resources News and Events
- Latest HR Documents
- New HR SOP's posted on the portal
- Update Your Information
- Who is My HR Contact?
- WiTS Launch Pad



Document Directory

While Portlets are the building blocks of My Pages and Communities, the Document Directory, also called the taxonomy, is the bread-and-butter of the NIH Portal. The Document Directory contains all of the documents, websites, and information that are not in a database or system. All of this content is logically organized by subject into a hierarchy of folders and subfolders.

Users can browse to the folder or subfolder that contains the information they are looking for, or they can search the full-text of documents using the **Search** box in the portal header.



advanced search icon

The Document Directory contains documents from NIH, OPM, HHS, and other sources of news and human resources information. All of these documents and websites are organized by subject in the Document Directory. The human resources content falls under the Administration branch of the taxonomy.

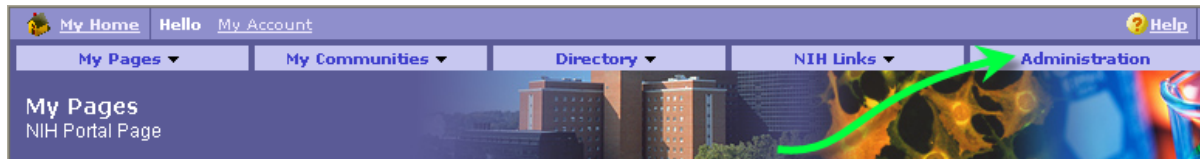


Each folder and subfolder has been assigned security so that the designated Content Manager for that subject area can approve content for that folder. The Content Manager can also delete content, change the name, or move content to another folder.

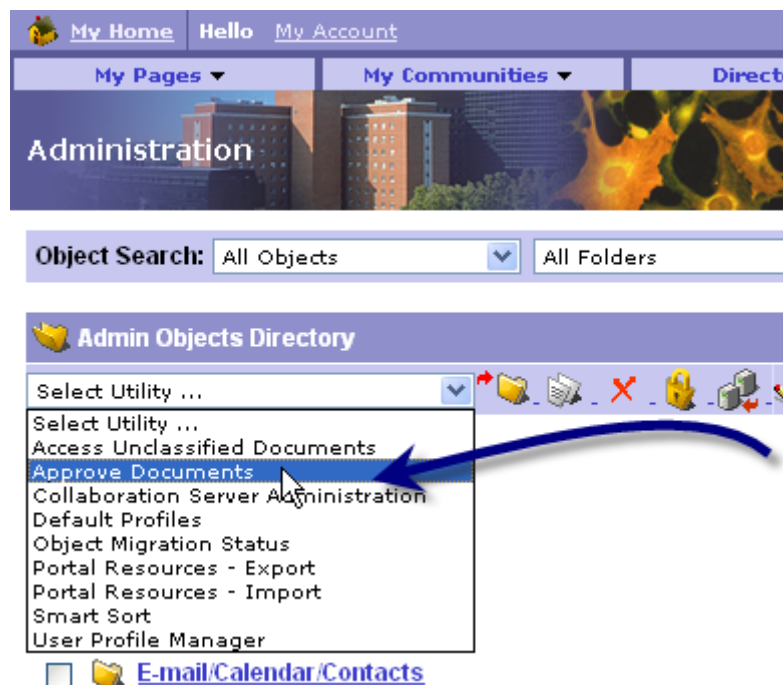
Approval Queue

Before documents reach the Document Directory, they must be crawled into the portal. When documents are crawled into the portal, they are stored in the Approval Queue. From the Approval Queue new document cards can be reviewed and sorted into the appropriate folders and sub-folders.

The Approval Queue is under the Administration link located at the top of the Portal Title bar.



Once you click on **Administration**, you're taken to the Portal Administration Menu. The Approval Queue is accessed by selecting **Approve Documents** on the drop-down menu.



The Approval Queue looks like this:

Approve Documents [Finish] [Cancel]

Edit Utility Settings
Documents awaiting approval

Documents awaiting approval
Approve documents to make them accessible to users through the Knowledge Directory. Reject documents you do not want to import into the Portal. To make your changes, click Apply. [Help](#)

Documents (1 - 15 of 53)
[Apply] [Approve All] [Reject All] [Hold All] [Filter] View Items: 1 to 15 >>

	Name	Submitted By	Date
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	A-76 Streamlined Studies	NIH/OMA - A-76 Information at NIH	4/12/05
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	\Document Directory\Administration\Human Resources (HR)\Employment & Staffing\A-76 (Competition of Commercial Activities)		
+ Add Document Folder			
Description: Competitive Sourcing (A-76) Tim Wheelers NIH Competitive Sourcing Program Manager Director, NIH Commercial Activities Review Team			
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	TSP- Uniserv Bulletins, Service Rep Introduction	OPM Electronic Forms - Intro & FE	3/19/05
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	\Document Directory\Administration\Human Resources (HR)\Forms & Applications - HR		
+ Add Document Folder			
Description: This is the official web site of the Thrift Savings Plan with information on retirement, annuity, survivors, and benefits.			
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	TSP - TSP Civilian Agency Rep Intro	OPM Electronic Forms - Intro & FE	3/19/05
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	\Document Directory\Administration\Human Resources (HR)\Forms & Applications - HR		
+ Add Document Folder			

When assessing documents for approval, there are 3 very important factors to consider: the document title, the document description, and the destination folder.

1. Does it have an appropriate title?

	Name	Submitted By	Date
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	A-76 Streamlined Studies	NIH/OMA - A-76 Information at NIH	4/12/05
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	\Document Directory\Administration\Human Resources (HR)\Employment & Staffing\A-76 (Competition of Commercial Activities)		
+ Add Document Folder			
Description: Competitive Sourcing (A-76) Tim Wheelers NIH Competitive Sourcing Program Manager Director, NIH Commercial Activities Review Team			

title box

To Rename the Document simply click inside the title box and retype the title.

Updated 4/21/2005

2. Does it have an appropriate description?

To edit a document card's description, click inside the **Description** box and start typing.

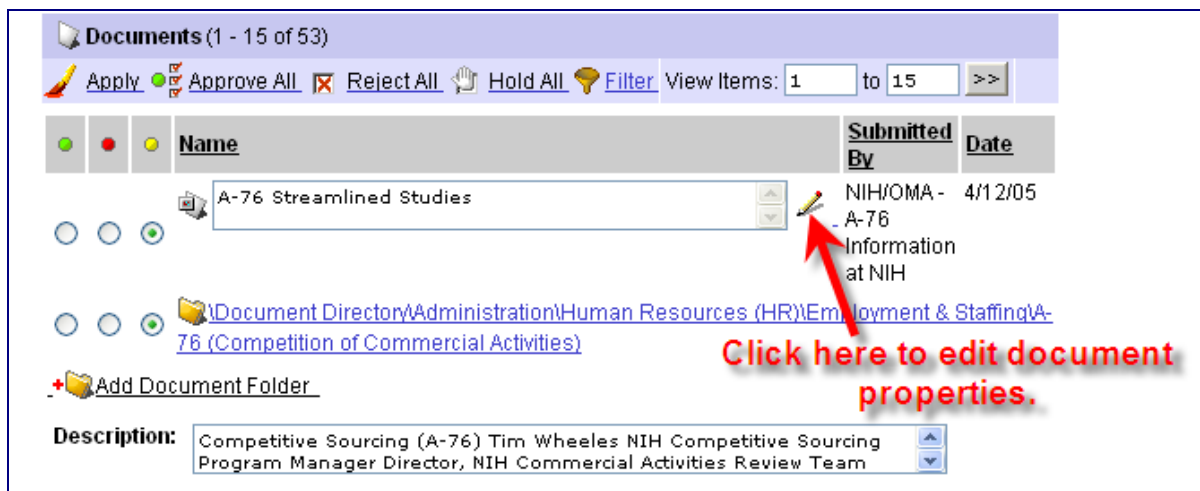


The screenshot shows a document card interface. At the top, there are three colored circles (green, red, yellow) and a 'Name' field containing 'A-76 Streamlined Studies'. To the right, there are fields for 'Submitted By' (NIH/OMA - A-76) and 'Date' (4/12/05). Below the name field, there is a folder icon and a path: '\Document Directory\Administration\Human Resources (HR)\Employment & Staffing\A-76 (Competition of Commercial Activities)'. A blue arrow points from the 'Description' field to the 'Submitted By' field. The 'Description' field contains the text: 'Competitive Sourcing (A-76) Tim Wheelers NIH Competitive Sourcing Program Manager Director, NIH Commercial Activities Review Team'.

Each card should have an appropriate description and title so that it can be easily identified.

You may also want to add some keywords to your document. Having appropriate and detailed descriptions and keywords makes the document more searchable from the Document Search function.

To add keywords you must open the **Edit Document Properties** window by selecting the **Edit** icon.



The screenshot shows a document card interface. At the top, there is a 'Documents (1 - 15 of 53)' header. Below it, there are buttons for 'Apply', 'Approve All', 'Reject All', 'Hold All', and 'Filter'. To the right, there is a 'View Items: 1 to 15' dropdown. Below these buttons, there are three colored circles (green, red, yellow) and a 'Name' field containing 'A-76 Streamlined Studies'. To the right, there are fields for 'Submitted By' (NIH/OMA - A-76) and 'Date' (4/12/05). Below the name field, there is a folder icon and a path: '\Document Directory\Administration\Human Resources (HR)\Employment & Staffing\A-76 (Competition of Commercial Activities)'. A red arrow points to the 'Edit' icon (a pencil) next to the 'Submitted By' field. A red text box with the text 'Click here to edit document properties.' is overlaid on the image.

This will take you to the **Edit Document Properties** window for your card.

Edit Document Properties: A-76 Streamlined Studies Finish Cancel

Edit Property Settings

Main Settings
[Document Settings](#)

Edit Standard Settings
[Security](#)
[Migration History and Status](#)

Main Settings
 Edit the Property values for this document, change the language associated with this document, or add/delete Properties for this document. [Help](#)

General Document Properties

Property	Value
Name	A-76 Streamlined Studies
Description	Competitive Sourcing (A-76) Tim Wheelers NIH Competitive Sourcing Prog
Crawler Tag	
Card Created	Apr 12, 2005 11:00:39 PM
Card LastModified	Apr 12, 2005 11:00:45 PM
Open Document URL	http://a-76.nih.gov/All Hands Meeting 4-6-05.ppt
Plumtree Document Type ID	102

Document Content Language
 Content Language: English

Customized Document Properties
[Add Property](#) [Create Property](#) ✕

Property	Value
Author/Originator	kfinn
Date Created	Apr 12, 2005 11:00 PM
URL	http://a-76.nih.gov/All Hands Meeting 4-6-05.ppt

Document Information

Property	Value
Last Accessed Through the Portal	Apr 12, 2005 11:00:45 PM
More documents like this	
Number of times accessed	0
Popularity Count	0

If the Keywords field is not listed under the Customized Document Properties section, click on **Add New Property** [Add Property](#).

Customized Document Properties
[Add Property](#) [Create Property](#) ✕

Property	Value
Author/Originator	kfinn
Date Created	Apr 12, 2005 11:00 PM
URL	http://a-76.nih.gov/All Hands Meeting 4-6-05.ppt
Document Type	
Document Upload DocID	
Document Upload Repository Server	
Full Text Content	
Keywords	
Obtained From	
Originating Organization	
Portlet Owner Email	
Title	
Unique Identifier	

Document Information
 Last Accessed Through the Portal: Apr 12, 2005 11:00:45 PM
 More documents like this: [More documents like this](#)

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Select **Keywords** from the drop-down list. Click in the field next to the box and type some keywords.

When you are finished editing the documents properties click on **Finish**.

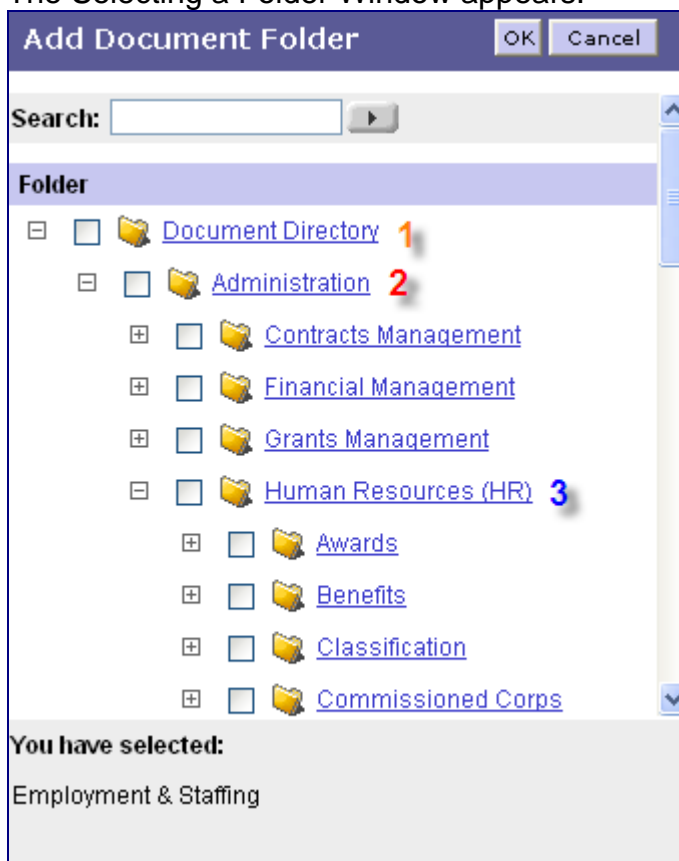
3. Is it being sorted into the appropriate folder?


Back in the Approval Queue,
Check the folder icon under the document title to ensure that the folder path is appropriate to the document content. Pay close attention to section after the last backslash.

To change the document's destination folder click on **Add Document Folder**.

 Add Document Folder

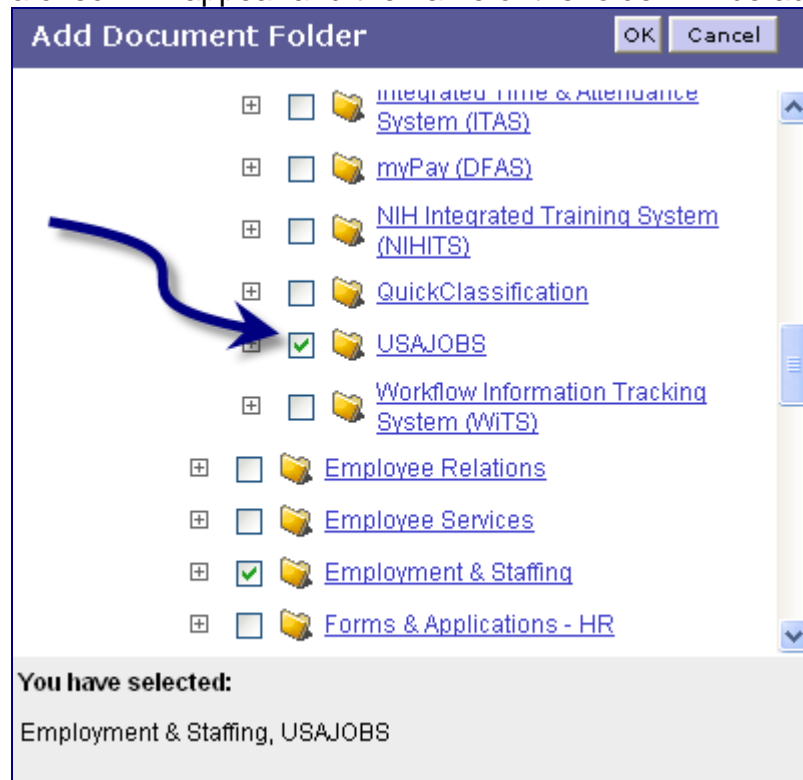
The Selecting a Folder Window appears.



Navigate the “Add Document Folder” by clicking on the folder name or the  box next to the document name.

Click first on Document Directory, then on Administration, then on Human Resources to see the first level of HR folders.

The folder the document is being directed to is listed at the bottom of the box under **You have selected**. When you click on the checkbox next to the destination folder a check will appear and the name of the folder will be added to the list at the bottom.



You may select multiple destination folders in this window. When you are finished Select **OK**.

The new folder path will show up under the document name. If you accidentally add the wrong folder you can deselect later.

To approve the document:

To mark a document for approval select the radio button next to the document title in the leftmost column.



The middle column marks the document for rejection.

The final column leaves the document in the approval queue.

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Alternatively you can click either **Reject All**  **Approve All**  **Hold All** .

To send the document to some, but not all of the folders listed under its name follow these steps:

1. Click once next to the document in the approve column to move all of the to place checks in all of the boxes



	Name	Submitted By	Date
<input checked="" type="checkbox"/>	NIH/OHR - USAJOBS HR User Resources	OHR - Employment & Staffing	4/16/05
<input checked="" type="checkbox"/>	\Document Directory\Administration\Human Resources (HR)\Commissioned Corps		
<input checked="" type="checkbox"/>	\Document Directory\Administration\Human Resources (HR)\Employment & Staffing		
<input checked="" type="checkbox"/>	\Document Directory\Administration\Human Resources (HR)\Jobs\Applying for a Federal Job		
<input checked="" type="checkbox"/>	\Document Directory\Administration\Human Resources (HR)\Computer Databases, Software, Systems & Tools - HR\USAJOBS		

2. Click under the red dot in the row next to the folders where you DO NOT want the document.



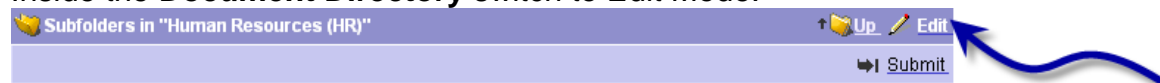
	Name	Submitted By	Date
<input type="checkbox"/>	NIH/OHR - USAJOBS HR User Resources	OHR - Employment & Staffing	4/16/05
<input type="checkbox"/>	\Document Directory\Administration\Human Resources (HR)\Commissioned Corps		
<input type="checkbox"/>	\Document Directory\Administration\Human Resources (HR)\Employment & Staffing		
<input type="checkbox"/>	\Document Directory\Administration\Human Resources (HR)\Jobs\Applying for a Federal Job		
<input type="checkbox"/>	\Document Directory\Administration\Human Resources (HR)\Computer Databases, Software, Systems & Tools - HR\USAJOBS		

Once you have edited everything, ensured that the document is headed to the correct folder, and marked the files for approval; click on **Finish** to finalize the approval.

Editing Content Outside the Approval Queue

After you have approved content for the portal, you can still edit and manage that content from the **Document Directory**.

Inside the **Document Directory** switch to Edit Mode.



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The list of documents alters to include boxes next to the titles, a properties link, and an edit icon.

Subfolders in "HR Community on the NIH Portal" (Edit Mode) Up Browse


This folder contains no subfolders.

Documents in "HR Community on the NIH Portal" (1 - 13 of 13)

View Items: 13 to 13 >> Approve Unapprove Document Settings

<input type="checkbox"/>	Document Name	Edit document properties	Created
<input type="checkbox"/>	"NIH/OHR - HR Community & Document Directory in the NIH Portal" Last Modified: 2/17/05 12:46 PM Description of the NIH Portal and the Human Resources community and HR content in the document direc... Properties		11/24/04 10:42 AM
<input type="checkbox"/>	HR Community Portal Projects: Using Online Collaboration Tools Last Modified: 4/6/05 9:52 AM Job Aid for OHR staff. How to use the Portal Projects for online collaboration Properties		4/6/05 9:50 AM
<input type="checkbox"/>	NIH/OHR - Card Approval Process updated! Last Modified: 4/18/05 6:05 PM OHR Portal Initiative Policies and Standard Operation Procedures (SOPs) Portal Card Approval Process... Properties		8/21/04 3:53 AM

The **Properties** link takes you to a summary of the documents properties. You can edit the document's properties by clicking on the **Edit** button at the top of the page.

The edit document icon  takes you directly to the same **Edit Document Properties** window described above.